



Federal Information Systems Security Educators' Association

<http://csrc.nist.gov/fissea>

FISSEA Executive Board Top Priorities (as of 12/03)

Over the past year, the Federal Information Systems Security Educators' Association Executive Board has developed and updated operational objectives to guide its activities. The following is a prioritized list of what is being done, as well as what should be done. The person responsible will develop an activity statement, subtasks (if appropriate), estimated completion dates, and resources necessary for completion.

Priority	Activity	Person(s) Responsible
1.	Annual Conference - This activity includes planning for, and executing the FISSEA annual conference.	Chrisan Herrod, Conference Director and, Curt Carver, Program Director
2.	Establish and maintain effective communication among members. In order to achieve the vision set forth by the FISSEA Executive board it is essential that effective communication be maintained among all members. This communication will be maintained and enhanced through the accomplishment of the following tasks: a. Maintain membership database b. Enhance newsletter c. Maintain e-mail list/establish interactive communication d. Develop, conduct and analyze member survey	a. Peggy Himes b. Louis Numkin c. Mark Wilson/Peggy Himes d. Steve Willett/Mark Wilson
3.	Liaison/marketing activities to support mission a. Update and maintain website b. Public relations, especially related to the Annual Conference and other sponsored events c. Develop/update PowerPoint slides for FISSEA presentations.	a. Peggy Himes/Patrick O'Reilly b. Barbara Cuffie, Mark Wilson c. Barbara Cuffie, Mark Wilson
4.	Develop list of presenters – This effort would entail the development of a list that includes the names of FISSEA presenters and/or members interested in presenting, their area of expertise, and contact information.	Mary Ann Strawn and Peggy Himes
5.	FISSEA Executive Board Operating Procedures – e.g., Board Meeting ground rules, the annual conference timeline, meeting minutes, e-mail lists and mailing list procedures, bylaws, and Educator of the Year process (including the nominating committee and selection).	Barbara Cuffie, Peggy Himes with assistance from Board
6.	Augment the FISSEA website as a repository for awareness, training, and education material. a. Awareness CD	Bob Solomon a. Mark Wilson
7.	Sponsor free workshops and/or seminars throughout the year beginning in the metropolitan Washington area. a. First workshop held September 2003.	TBD

8.	Identify and evaluate lessons learned to improve the process of electing/retaining/recruiting Board members.	TBD
9.	Plan an annual special Board Planning Meeting to develop and/or update FISSEA's long-term objectives and operational plan with responsibility for tasks.	TBD
10.	Pursue interest in forming a FISSEA Awareness Training Education (ATE) Outreach Forum	Marvella Towns